

JOB VACANCY ANNOUNCEMENT

Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

Veterans Career Advisor (DVOP)

Job Posting Number:	17-33	Monthly Salary:	\$3,000.00
WIT Posting Number:	2969808		
State Classification:	Veteran Services Representative I	Class No., Group:	5104, B13
Location:	Workforce Solutions Panhandle Amarillo, TX	FLSA Status:	Nonexempt
		Travel:	10%
Work Week:	Monday-Friday, 40 hours/week		
Posting Date:	11/30/2016	Closing Date:	12/13/2016

Job Summary: Serves as a vital member of the Veterans Employment Services team. Will provide a full range of intensive services with an **emphasis on case management**, employment, training, and placement services to meet the needs of Veterans with priority given to Disabled Veterans and Special Disabled Veterans. Our Veterans Career Advisors conduct interviews to assess Veteran client needs, disseminate information regarding employment and training programs, and facilitate Veteran access to all workforce development programs and services. In addition, Veterans Career Advisors advocate for Veterans employment and training opportunities with business, industry, and community-based organizations.

Minimum Education: Associate's degree from an accredited college or university with major course work in social work/social sciences or a related field. Experience and education may be substituted one another. **If substituting education for experience, a copy of college transcripts must accompany the application.**

Experience: Experience in interviewing, assessment, job placement, retention and counseling work of Veterans and other eligible job seekers.

Job Duties:

- Conducts a comprehensive assessment of training needs, education, experience, skills, interests and other relevant data to deliver the appropriate level of services and assist Veterans with barriers to employment. This includes working closely with Veterans to enhance their job search skills and efforts.
- By using a case management approach, develops, documents and maintains case management records by utilizing an on-line case management system.
- Counsels and encourages Veterans throughout their reemployment process.
- Outreaches Veterans who can benefit from specialized services, outreaches to community based organizations, employers, labor unions, Veteran service organizations and other service providers to promote Veteran employment goals and objectives in finding suitable employment.
- May refer and job develop Veterans to employment opportunities based on qualifications consistent with employer requirements.
- Conducts and participates in workshops that assist Veterans in job search activities including resume writing, interviewing, etc.
- May make presentations to groups.
- May enter and retrieve information to/from computer systems (workinTexas.com, TWIST, etc.).
- General personal computer, Microsoft Windows and Microsoft Office experience preferred.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of English language sufficient to compose correspondence, summarize information and write case narratives.
- Knowledge of counseling techniques, assessments, career planning and interviewing techniques.
- Knowledge of community resources and supportive services.
- Knowledge of case management principles, standards and methods.
- Skill in providing excellent customer service to both internal and external customers
- Skill in the operation of computers and in applicable computer software.
- Ability to assess Veteran needs and to coordinate Veteran services.

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- Ability to organize, monitor, document and follow-up with case managed clients.
- Ability to consistently present a professional image to customers, the public and co-workers.

Additional Requirements:

Applicants must be a Veteran who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; OR a Veteran who was discharged or released from active duty because of a service connected disability; OR an eligible person as defined by Title 38 of the United States Code.

- Preference is given for a VA compensable service connected disability. Individual desiring such preference must submit supporting VA disability documentation with the State of Texas application in order to receive preference.
- Recently separated Veteran preferred. Applicants must submit a copy of their DD#214 in order to receive preference.
- A valid Texas driver's license is required.

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

Military Crosswalk information:

From the SAO website. For example:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf

To Apply:

1. Submit a complete State of Texas Employment Application, DD214 member #4, and Benefits Letter (if applicable) to: sandi.plattner@tvc.texas.gov; OR

2. Mailed applications will be accepted to the Texas Veterans Commission, Attn: Sandi Plattner, 500 Chestnut St., Suite 1200, Abilene, TX 79602-1453. Applications must be postmarked by the closing date in order to be considered for this posting. OR

3. Through <https://wit.twc.state.tx.us>. (Applicant must follow-up with required documents.)

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

As the State Approving Agency for Texas, the Texas Veterans Commission has approved this position for VA educational benefits. Qualifying Veterans, reservists and dependents eligible under the GI Bill may receive monthly VA educational benefits during their 12 months of on-the-job training.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.

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